

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
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PLANS AND POLICY

Noncombatant Evacuation Operations Working Group

1. **Summary.** The purpose of this directive is to establish the policies, procedures, and responsibilities of the Noncombatant Evacuation Operations Working Group (NEOWG).
2. **Applicability.** This directive applies to all HQ USEUCOM directorates/staff offices and all associated USEUCOM units that plan or conduct Noncombatant Evacuation Operations.
3. **Internal Control Systems.** This Directive contains no internal control provisions and is not subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
4. **Suggested Improvements.** The proponent for this memorandum is ECJ35. Users should forward recommended changes to ECJ35-CAP.
5. **References.**
 - a. USCINCEUR CONPLAN 4311.
 - b. USCINCEUR Standard Plan 4000.
 - c. USEUCOM Directive (ED) 55-11.
 - d. USEUCOM Staff Memorandum (SM) 55-1.
 - e. Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms.
6. **Explanation of Terms.** See Appendix A.
7. **Responsibilities.**
 - a. **All mandatory representatives.**
 - (1) Appoint a representative to attend all NEOWG meetings.

(2) Review the Most Probable Countries List (MPL) prior to the meeting. Ensure NEO planning products for the MPL countries are current.

(3) Prepare briefing products in accordance with the ECJ35 briefing shell.

(4) Be prepared to discuss the MPL at the monthly meeting. Resolve issues that are raised and respond to taskers identified in the meeting.

b. **ECJ1.** Provide input on tracking procedures and the feasibility of personnel tracking. Verifies that adequate procedures, training and equipment for personnel accountability are in place.

c. **ECJ22.**

(1) In coordination with the JAC and ECJ5, prepare a NEO MPL and forward to ECJ35-CAP NLT 7 working days prior to the NEOWG monthly meeting. Once the MPL is reviewed and a NEO planning prioritized list is published by ECJ35, prepare a short briefing on each country on the NEO planning prioritized list outlining the current situation and threat to American citizens. Present the briefing to the NEOWG at each meeting.

(2) In coordination with ECJ2-GIS and NIMA, determine if a current NEOPACK exists for each country on the MPL. Brief the NEOWG on NEOPACK status at each meeting.

d. **ECJ33.** Provide updates on all contingency forces within the USEUCOM AOR. Additionally, determine all ongoing component operations that might limit the selection of a NEO force by USEUCOM. Brief the NEOWG on this information at each meeting.

e. **ECJ35-CAP.**

(1) Schedule NEOWG meetings, to include coordination of location and establishment of date and time of meeting. Publish monthly meeting information to all NEOWG representatives.

(2) NEOWG staff OPR responsible to establish the NEO planning priorities based on the MPL, coordination with staff and United States Government (USG) agencies, and other guidance (operational, logistical, etc.).

(3) Forward NEO planning priorities to all NEOWG representatives NLT 5 working days prior to the monthly meeting.

(4) Chair the NEOWG meetings as the ECJ3 delegate.

(5) Maintain the NEOWG Point of Contact list. Publish as required to all NEOWG representatives.

(6) Publish the NEOWG briefing format.

f. **ECJ4-LO-LSO.** Determine proposed ISB locations that could be used for a NEO in the MPL countries. Brief the NEOWG on this information and any other critical logistical concerns at each meeting.

g. **ECJ5-P, ECJ5-M and ECJ5-E.**

(1) Provide input to ECJ22 in order to assist preparation of the monthly MPL.

(2) Appoint a representative from each above listed sub-directorate to attend all NEOWG meetings.

h. **ECJ6-O.** Determine existing communications capabilities for each American Embassy and Consulate in the countries on the MPL. Brief that information to the NEOWG at each meeting.

i. **ECISO.** Determine when the EUCOM Survey and Assessment Team (ESAT), and/or Integrated Survey Program (ISP) team, last visited the countries on the MPL and/or if they are scheduled in the near future. Determine if there are any existing contingency plans for these countries. Brief the NEOWG on the status of ISP operations and products at each meeting.

j. **ECMD.** Determine the medical facilities available in each country on the MPL. Determine medical hazards to U.S. forces that may be deployed to these countries. Brief the NEOWG on medical facilities, medical hazards and pre-deployment force health protection requirements at each meeting.

k. **ECPA.** Determine the public affairs guidance and latest media assessment pertaining to each country on the MPL. Brief the NEOWG on the public affairs and media status at each meeting.

l. **ECJA.** Determine existence of status of forces agreements (SOFA) or other applicable international agreements for each country on the MPL. Brief the NEOWG on these agreements at each meeting.

m. **DSS LNO.** Provide Regional Security Officer (RSO) assessments of the situation in MPL countries. Brief that information to the NEOWG at each meeting.

8. **Policies and Procedures.** Instability in the USEUCOM AOR periodically threatens U.S. citizens. This instability requires USEUCOM to monitor and actively plan for military assisted NEO. This process requires close staff cooperation and coordination. The USEUCOM NEOWG is established to provide a vehicle for effecting the close staff coordination necessary for NEO planning.

a. **NEOWG Objectives.**

(1) Maintain a NEO planning prioritized list of countries considered to be the most likely candidates for NEOs based on indications, warnings and diplomatic status.

(2) Develop, staff, and standardize options for military assisted NEOs, as required.

(3) Review standing NEO planning procedures/policies and recommend changes where applicable.

(4) Establish priorities for deployments of the USEUCOM Integrated Survey Program Team. If necessary, recommend deployment of an ISP team into a specific country to gather the necessary information or to request other agencies provide the needed information.

(5) Function as the standing NEO CPG.

b. **NEOWG Procedures.**

(1) **Monthly NEOWG Meeting.**

(a) Purpose. Monthly review of NEOWG objectives with focus on the ECJ35-CAP published NEO planning priorities.

(b) Location. Meetings will normally be held in the ECJ3 Conference Room, 3d floor, in building 2303. ECJ35 will publish the exact location of the meeting.

(c) Time/Date. Meetings will normally be held during the last week of the month, and will address the next calendar month. The alternate meeting week is the first week of the calendar month being discussed. ECJ35 will publish the exact time and date of the meeting.

(d) Membership/Audience. The mandatory audience consists of representatives from ECJ1, ECJ22, ECJ33, ECJ35-CAP, ECJ4-LO-LSO, ECJ5-P, ECJ5-M, ECJ5-E, ECJ6-O, ECSO, ECJA, ECPA, ECMD, ECSM, ECPLAD, the DSS LNO, the UK LNO, the FR LNO, the GE LNO, the IT LNO and the TRANSCOM LNO. Other individuals, directorates and components may send personnel to sit in on the monthly meetings if they desire. Component representatives, while invited, are not expected to attend the monthly staff meetings.

(2) Semi-Annual NEOWG Meeting.

(a) Purpose. To coordinate component NEO planning efforts in order to improve USEUCOM's ability to conduct military assisted NEOs in the USEUCOM AOR.

(b) Location. Meetings will normally be held at USEUCOM Headquarters in Vaihingen, Germany in building 2303, 3d floor, the ECJ3 Conference Room. ECJ35 will publish the exact location of the meeting.

(c) Time/Date. Meetings will normally be held during the months of February and September, each calendar year. ECJ35 will publish the exact time and date of the meeting.

(d) Membership/Audience. The mandatory attendees are the same as for the monthly NEOWG with the addition of planning representatives from each ED 55-11 designated JTF headquarters. Component representatives are invited to attend but are not mandatory attendees.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

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APPENDIX
A - Explanation of Terms

DISTRIBUTION:
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APPENDIX A

Explanation of Terms

Area of Operations (AO). An operational area defined by the joint force commander for land and naval forces. Areas of operation do not typically encompass the entire operational area of the joint force commander, but should be large enough for component commanders to accomplish the mission and protect their forces. (JP 1-02)

Diplomatic Facilities Graphic (DIPFAC). A large format (fold-out), imagery-based overview of key U.S. diplomatic buildings and facilities in a given country (normally in the capital). (DIA)

Drawdown. There are two kinds of evacuation-related drawdowns: authorized and ordered departures. The Chief of Mission (COM) requests evacuation authority from the Department of State when it is in the national interest for some or all employees, their family members, or both, to depart post, or if there is imminent danger to the life of an employee or the lives of the family members of an employee. The Under Secretary for Management (M) must approve all requests for authorized or ordered departure. In extreme circumstances, when deemed necessary to save life, the COM may order the departure of employees or family members on his/her own authority. However, the COM must notify the State Department of such action at the first available opportunity.

An authorized departure permits the COM some flexibility for meeting crisis situations short of ordering the departure of employees or family members. Once an authorized departure is approved by the Under Secretary for Management (M) eligible employees and/or family members who wish to leave post must get approval from the COM. Under authorized departure neither employees nor family members can be compelled to leave.

An ordered departure occurs when the COM or Department of State (DOS) has determined that a situation has reached a point that, for their safety or other valid reasons in the national interest, family members and/or certain employees should be ordered to leave post, at least temporarily. Ordered departure is not optional for the individuals involved.

Authorized and ordered departures are flexible. They can be tailored, and even combined, to fit the post's particular circumstances. Also, a changing situation may suggest progressing from authorized to ordered departure. However, if warranted by security or other compelling circumstances, ordered departure may well be the first and best option.

Once an ordered or authorized departure has been approved, it must be carried out promptly, equitably and in accordance with prevailing conditions. Any requests for chartering of aircraft must be referred to Washington, as the authority for arranging charters rests with the Department of State (DOS), not with the post. Use of military assets will be coordinated by the Department of State and the Department of Defense, through the National Security Council, not by regional CINCs, though early coordination with the CINCs in assessing options and exchanging information is appropriate. (Message, SECSTATE, dated 210133ZJUL99)

APPENDIX A (Cont)

Explanation of Terms

Emergency Action Plan (EAP). A plan produced by individual Foreign Service Posts designed to provide procedures to deal with foreseeable contingencies (12 FAH-1, Emergency Planning Handbook). Section 1500 of each plan details evacuation data and procedures for each post. (JP 3-07.51)

EUCOM Survey and Assessment Team (ESAT). The ESAT is the standing organization employed by USCINCEUR to respond quickly, efficiently, and with a low military signature to conduct an assessment within a crisis country to determine valid military missions, the true nature of the situation, and to match military capabilities to a measured response. The ESAT also provides secure communications and military advice and assistance to the country team. COMSOCEUR is tasked to maintain the capability to deploy an ESAT within six hours. (ECSO)

Evacuation. The ordered or authorized departure of noncombatants from a specific area by Department of State (DOS), Department of Defense (DOD), or appropriate military commander. This refers to the movement from one area to another in the same or different countries. The evacuation is caused by unusual or emergency circumstances and applies equally to command or non-command sponsored family members. (JP 1-02)

Integrated Survey Program (ISP). A program executed under the auspices of COMSOCEUR designed to gather and develop information that facilitates military planning and execution of a variety of contingency operations, including NEO. The ISP teams accomplish this by providing Foreign Service Posts advice and assistance on those portions of their Emergency action plan dealing with U.S. military operations (Section 1500). The information development includes, but is not limited to, assessment and survey of Assembly Areas, Helicopter Landing Zones, Drop Zones, Beach Landing Sites, Seaports, Airfields, Routes, Communications, Sketches and Photographs and Intermediate/Forward Staging Bases. (ECSO)

Intermediate Staging Base (ISB). A temporary location used to stage forces prior to inserting the forces into the host nation. (JP 1-02)

Joint Expeditionary Support Package (JESP). A set of products providing the basic intelligence necessary to support planning of potential expeditionary missions in a country of interest, to include NEO. (DIA)

Most Probable List (MPL). A prioritized list of countries most likely to require a military-assisted NEO within 30 days. (NEOWG)

APPENDIX A (Cont)

Explanation of Terms

Noncombatant Evacuation Operation Mapping, Charting and Geodesy package

(NEOPACK). Preassembled package of selected maps, charts, and other geographic materials of various scales to support the planning and conduct of noncombatant evacuation operations (NEO) in selected countries or areas. (JP 1-02)

Noncombatant evacuees.

(1) United States citizens who may be ordered to evacuate by competent authority include: (a) Civilian employees of all agencies of the United States Government (USG) and their dependents, except as noted in (2)(a) below. (b) Military personnel of the United States Armed Forces specifically designated for evacuation as noncombatants. (c) Dependents of members of the United States Armed Forces.

(2) United States (and non-US) citizens who may be authorized or assisted (but not necessarily ordered to evacuate) by competent authority include: (a) Civilian employees of United States Government (USG) agencies and their dependents, who are residents in the country concerned on their own volition, but express the willingness to be evacuated. (b) Private United States citizens and their dependents. (c) Military personnel and dependents of members of the United States Armed Forces outlined in (1)(c) above, short of an ordered evacuation. (d) Designated aliens, including dependents of persons listed in (1)(a) through (1)(c) above, as prescribed by the Department of State (DOS). (JP 1-02)

Noncombatant Evacuation Operation (NEO). Operations directed by the Department of State (DOS), the Department of Defense (DOD), or other appropriate authority whereby noncombatants are evacuated from foreign countries when their lives are endangered by war, civil unrest, or natural disaster to safe havens or to the United States. Also called NEO. (JP 1-02)

Operational Environment. A composite of the conditions, circumstances, and influences which affect the employment of military forces and bear on the decisions of the unit commander, e.g., (a) permissive environment: operational environment in which host country military and law enforcement agencies have control and the intent and capability to assist operations that a unit intends to conduct, (b) uncertain environment: operational environment in which host government forces, whether opposed to or receptive to operations that a unit intends to conduct, do not have totally effective control of the territory and population in the intended area of operations, and (c) hostile environment: operational environment in which hostile forces have control and the intent and capability to effectively oppose or react to the operations a unit intends to conduct. (JP 1-02)

Explanation of Terms

Safe haven. Designated area(s) to which noncombatants of the United States Government's responsibility, and commercial vehicles and material, may be evacuated during a domestic or other valid emergency. (JP 1-02)

USEUCOM Area of Responsibility (AOR). The geographical area within which United States Commander in Chief, Europe (USCINCEUR) has authority to plan and conduct operations. The USEUCOM AOR covers more than 13 million square miles and includes 89 countries and territories. This territory extends from the North Cape of Norway, through the waters of the Baltic and Mediterranean seas, most of Europe, parts of the Middle East, to the Cape of Good Hope in South Africa. (Unified Command Plan)

USEUCOM Crisis Action Team (CAT) or Watch Team. The collective body of watch standers in the European Theater Command Center (ETCC). Staffed based upon activity in the AOR. During normal operations consists of the Command Director and Operations NCO. At full manning it is led by the Battle Watch Captain and consists of approximately 24 personnel. (SM 55-1)

USEUCOM Command Planning Group (CPG). A group of crisis operations planners from throughout the USEUCOM staff, led by ECJ35. (SM 55-1)